



## AGENDA – FY17

### NORWALK EASTER PUBLIC LIBRARY Board of Trustees Meeting

**Date:** Monday August 8, 2016

**Time:** 6:30 pm

**Location:** Library Community Room, 1051 North Ave. Norwalk, IA 50211

**Board Trustees:** Judy Corcoran, President; Andrea Johnson, Treasurer; Cindy Gavin, Secretary;  
Dyann Vilez, Tom Dunn, Steve Clarke, and Elizabeth Thompson

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1. Call to Order
2. Roll Call
3. Public Comment/Guests
4. Presentations
5. Review /Change of Agenda\*
6. Review of last Meetings Minutes\*
7. Pay the Bills\*
8. Treasurer's Report
9. Director's Report:
  - a. Statistics from July 2016
  - b. Youth Services Update
  - c. Adult Services Update
  - d. Assistant Director's Update
  - e. General Library Operations Update
10. Unfinished Business
  - a. Update: Library LED lighting project
  - b. Update: Warren County Philanthropic Partnership Grant Project (Kiosk Catalog Stations and Digital Bulletin Board)
11. New Business
  - a. Discussion, review and possible adoption and/or changes to:
    - Board Trustee By-Laws – adjusting meeting time to 7pm from 6:30pm on 2<sup>nd</sup> Monday of each month

12. Agenda Items for Next Meeting

13. Adjournment\*

The next regularly scheduled meeting will be held at 7:00 p.m. on September 12, 2016 at Norwalk Easter Public Library. The meetings are scheduled for the second Monday of each month.

\*\* Denotes "consent agenda" items not requiring a quorum

## Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on July 11, 2016

### Roll Call

- The meeting was called to order at 6:34 p.m. Steve Clarke, Andrea Johnson, Dyann Vilez, and Cindy Gavin were present. Judy Corcoran, Tom Dunn and Elizabeth Thompson all had excused absences. Library Director Holly Sealine was also present.

### Public Comments/Guests

- None

### Review/Change of Agenda

- The agenda was reviewed and the board voted to add a discussion in regards to changing future meeting dates or times. The board also voted to remove from the agenda a discussion on the purchasing policy. A motion to make these changes was made by S. Clarke and seconded by C. Gavin.

### Review of Last Meeting Minutes

- The board approved the minutes of the meeting on June 13, 2016 with a motion from A. Johnson and seconded by D. Vilez.

### Director's Report

#### Monthly Statistics:

- Library Visitors during previous month: 11,042
  - **Percentage Change: 2% increase from June 2015**
- Circulation of items during previous month:
  - 13,116 (items within library)
  - 610 (Bridges items)
  - 44 (Zinio items)
  - **13,770 Total**
    - **Percentage Change: 10.56% increase from June 2015**
- New Accounts during previous month:
  - 92 adult accounts
  - 65 Juvenile accounts
- Meeting Room Rentals during previous month:

- 18 Rentals
- Reference Interactions during previous month:
  - 32 @ Circulation Desk
  - 72 @ Youth Services Desk
  - **104 Total**
- Library Volunteers during the previous month:
  - 95 participants
  - 526 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	31	1379
Teen	4	9
Adult	5	72
Adult Outreach	6	34
Technology Help Sessions	1	1
Exam Proctoring	1	1

**Youth Services:**

During the month of June, 1,471 people signed up for the summer reading program! We also hosted several special events including our big summer kickoff party, the Blank Park Zoo, and the Hanson Family juggling and unicycle show. We have been having weekly art projects, LEGO building, story-times, movie showings, and more! For teens, we hosted weekly drop-in Wii games and had a teen and adult craft night where we made bags, scarves and more out of t-shirts. Thanks so much to all of our summer volunteers and sponsors for helping us make it happen!

**Adult Services:**

There were 5 shared youth/adult programs and one adult fundraiser. Please let the board know that the summer read programming had more intergenerational participation

because our adults in the summer are involved with the youth much more (parents & grandparents).

- 1) Summer Movies: “Cool Runnings” & “Miracle” were advertised as both a youth and adult program.
- 2) Craft Night – T-shirt refashioning had 16 participants, with mainly adults and about 3 teens.
- 3) Mixed Martial Arts Sport Coach and former fighter, Ryan Clark had 3 participants (2 teens and 1 adult)
- 4) Caddy Stacks “Adults Only” Fundraiser on Friday July 1st had 58 adults. The Norwalk Easter Public Library Foundation was able to raise around \$3,000 that will be used to upgrade the AV equipment in the community room. In addition to the fundraiser, many families participated and enjoyed the opportunity to play the mini-golf course throughout open play hours on Saturday and Sunday July 2<sup>nd</sup> and 3<sup>rd</sup>.

Next Month:

- 1) 2 more movies for general audience 6/7 & 7/21
- 2) Novel Year Book Club – The Kite Runner 6/12 & 6/26
- 3) Craft Night – Brick Books 6/18
- 4) Humanities Iowa Speaker, Dan Kaercher “Iowa Treasures” 6/19 – Dan was first editor of Midwest Living Magazine and starred in IPTV’s show “Iowa Pleasures”

**Assistant Director:**

This month I added 295 new items to the collection. I weeded the Biography collection, and removed 166 titles during that project. I provided assistance in preparation of our Caddy Stacks event and assisted in set-up. We have been working to update & improve our Automatically Yours system within Apollo and have now been able to implement a more efficient & less time consuming system. I have been continuing to work on a rebuilding of our Adult Nonfiction section and am very pleased with the progress that has been made. There has been a steady flow of new (and replacement) items added to the

collection with more to come. I feel that we now have a more useful, current and well-rounded adult non-fiction collection.

**Other things I work on every month:**

- Purchase requests (from patrons and staff)
- Ordering (we order from a variety of vendors and they vary depending on which collection I am ordering for) I place orders every week at the very least – more often I place orders daily.
- Weed items
- Every week we get damaged materials back to the library and I go through each of those items to determine if we will replace or weed them.
- Replacement items are processed
- Work on memorial donations (anyone donating money for materials in memory/in honor of someone)

Next up... I will be weeding the Juvenile Nonfiction section in August.

<b>June Stats:</b>	
Total # of Items Added	295
Total # of Items Withdrawn	166

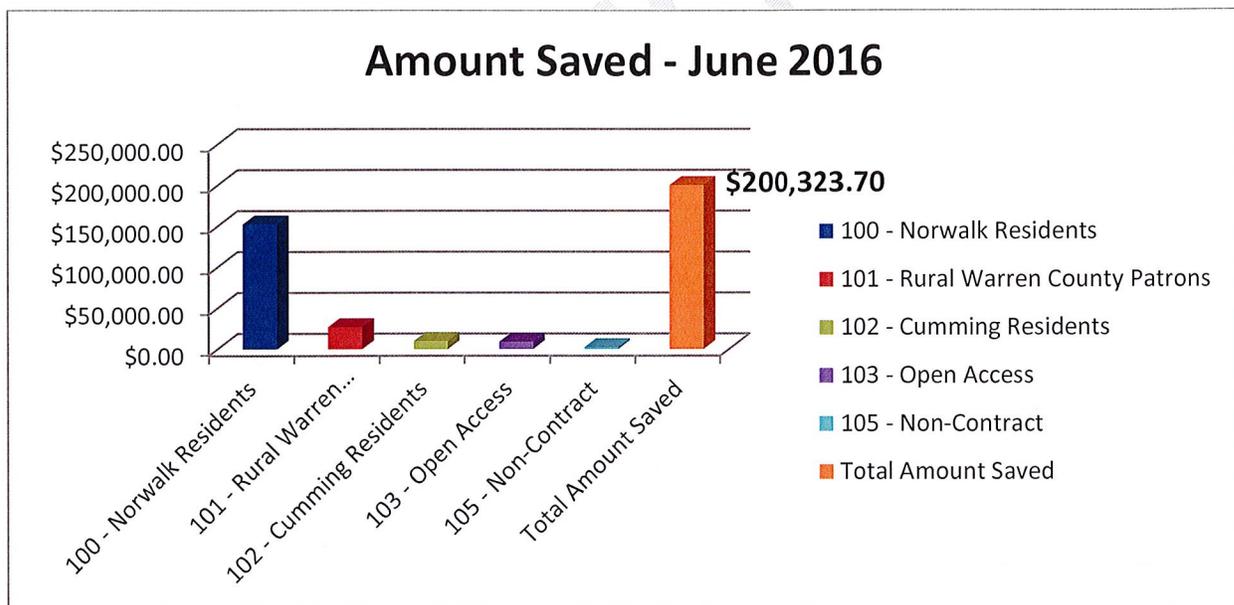
**General Library / Director's Activities:**

Director Sealine spend a portion of June assisting with Summer Reading activities including Summer Read Kick-Off on June 4<sup>th</sup>, attending City Council meetings, as well as weekly department head meetings. Director Sealine also participated in city manager interviews, and helped the Norwalk Easter Public Library Foundation with the Caddy Stacks

Fundraiser and Mini-Golf event. In addition to these tasks, Director Sealine a completed annual staff evaluations and reviewing, planning and goal-set for the new fiscal year.

Goals for the month of July will be to complete an annual report to submit to Library Trustees and City Council, as well as the Annual State Report and our Open Access report for the Iowa Library Services. Director Sealine will also be attending a leadership development institution through the Iowa Library Association the last week of July. I am sure there are more items that will be on the July to-do list, but these items and the usual assistance necessary during Summer Reading.

Below is a graph of money that library patrons have saved during the month of June by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.



## Unfinished Business

- The new kiosk stations have arrived and will hopefully be up and functional in mid-August. The Digital Bulletin Board is ordered and should be installed by early fall.
- The board agreed to have a vote next meeting to change the Trustee By-laws to include future Library Board of Trustee Meetings to begin at 7pm, rather than 6:30pm.

## **New Business**

- The board agreed to disconnect the ICN equipment that is no longer in use. A motion was made by A. Johnson and seconded by D. Vilez.
- Discussion of City of Martensdale and Library Services for Fiscal Year 2017.
- Quarterly Library Trustee Training: Board members will read chapters 4 and 5 for the October meeting.

## **Next Meeting Agenda Items**

- Identify prices for various fencing options around the garbage area.
- Vote on the Library Trustee By-laws change of meeting time

## **Adjournment**

S. Clarke requested a motion for adjournment: seconded by D. Vilez. Motion passed. Adjourned at 7:25pm.

## **Meeting Activity Record**

- A motion to make Agenda changes was made by S. Clarke and seconded by C. Gavin
- The board approved the minutes of the meeting on June 13, 2016 with a motion from A. Johnson and seconded by D. Vilez.
- The board agreed to disconnect the ICN equipment that is no longer in use. A motion was made by A. Johnson and seconded by D. Vilez.
- S. Clarke requested a motion for adjournment: seconded by D. Vilez. Motion passed.

Respectfully submitted by: Cindy Gavin, Secretary

**Library Expenditures**  
August Board Meeting

Account #	Account Title	Company	Amount	Invoice #	Expense Category	Collection	Program Category	Notes
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.15	075074097405	Print Materials	Easy Readers	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$193.22	075074097405	Print Materials	Juvenile Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$7.99	096348935610	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$30.68	096348935610	Print Materials	Juvenile Graphic Novels	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$22.34	096348935610	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$42.65	096348935610	Film	DVDs	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.87	096348935610	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$20.17	096348935610	Print Materials	Juvenile Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$18.20	075079975845	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$13.79	075073010494	Print Materials	Juvenile Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$18.82	075073010494	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$42.71	075073010494	Print Materials	Easy Readers	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$36.80	075073010494	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.15	014663314703	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$6.76	014663314703	Print Materials	Easy Readers	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$35.88	014663314703	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.71	014663314703	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$21.96	014663314703	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$41.71	01466990992	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$29.90	01466990992	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$10.93	01466990992	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.83	085672544351	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$10.84	085672544351	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$32.14	085672544351	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$11.76	085672544351	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$20.77	196329880226	Print Materials	Juvenile Graphic Novels	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$26.50	196329880226	Print Materials	Young Adult Graphic Novels	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$27.41	014660699415	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.76	014660699415	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$38.11	172391566111	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.14	075071695046	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$18.23	075071695046	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$34.35	126056007722	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$26.04	028116741937	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$9.51	096052627769	Print Materials	Young Adult Graphic Novels	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$14.06	096052627769	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.41	075077261627	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.63	172514027600	Print Materials	Juvenile Graphic Novels	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$3.94	075073522821	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$11.88	075073522821	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$15.28	025278571341	Print Materials	Young Adult Graphic Novels	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$14.66	270376186284	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.74	036859063235	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.74	036859063235	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.12	075076763325	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$11.35	255699409214	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$11.25	028110252766	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$10.00	085671046858	Film	DVDs	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$9.88	014664157503	Film	DVDs	N/A	
001-5-410-2-6502	Books and Films	Amazon Credit	\$5.98	109668833551	Print Materials	Adult Fiction	N/A	
001-5-410-2-6507	Operating Supplies	Amazon Credit	\$251.76	207639272492	Operating Expense	N/A	N/A	Keyboard Replacements for Staff Machines

**Library Expenditures**  
August Board Meeting

Account #	Account Title	Company	Amount	Invoice #	Expense Category	Collection	Program Category	Notes
001-5-410-2-6502	Books and Films	Baker and Taylor	\$38.68	5014195486	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$29.22	5014187293	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$35.08	5014203964	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$137.76	2032168642	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$39.35	2032168642	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$77.81	2032149269	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$15.97	2032149269	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$77.22	2032128765	Print Materials	Adult Fiction	N/A	
001-5-410-2-6310	Building Maintenance / Repair	Capital Sanitary	\$107.74	C213897	Operating Expense	N/A	N/A	Toilet Paper and Paper Towels (Staff)
001-5-410-2-6310	Building Maintenance / Repair	Capital Sanitary	\$44.04	C214040	Operating Expense	N/A	N/A	Paper Towels (Public Restrooms)
001-5-410-2-6507	Operating Supplies	CASH	\$130.00		Operating Expense	N/A	N/A	Petty Cash for Circ Left
001-5-410-2-6502	Books and Films	Cengage Gale	\$261.69	58332349	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Cengage Gale	\$11.19	58344891	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Cengage Gale	\$24.49	58411793	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Cengage Gale	\$46.18	58404549	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Cengage Gale	\$21.69	58392488	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Center Point Large Print	\$23.77	1389271	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Center Point Large Print	\$76.21	1387745	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	Center Point Large Print	\$27.16	1389526	Print Materials	Large Print	N/A	
001-5-410-2-6413	Payment for Services	Centurion Technologies	\$88.00	107575-RM	Operating Expense	N/A	N/A	SmartShield Annual Tech Support
001-5-410-2-6373	Telecommunications	Century Link	\$167.12		Operating Expense	N/A	N/A	
001-5-410-2-6413	Payment for Services	Delage Landen	\$136.40		Operating Expense	N/A	N/A	Copier Lease
001-5-410-2-6507	Operating Supplies	Denico	\$212.94	5919774	Operating Expense	N/A	N/A	Book Processing Materials
001-5-410-2-6220	Subscriptions & Educational Materials	Des Moines Register	\$472.04	DM2519576	Print Materials	Adult Magazines / Newspapers	N/A	
001-5-410-2-6417	Programming	Discount School Supply	\$113.90	W25860730101	Programming	N/A	N/A	
001-5-410-2-6417	Programming	ELAN - Target	\$23.32		Programming	N/A	N/A	
001-5-410-2-6310	Building Maintenance / Repair	Excel Mechanical	\$4,631.00	1102271	Operating Expense	N/A	N/A	Children's Programming Supplies
001-5-410-2-6417	Programming	Fareway	\$46.58		Programming	N/A	N/A	Storytimes / Children's Crafts
001-5-410-2-6417	Programming	Fareway	\$3.38		Programming	N/A	N/A	Air Conditioning Units
001-5-410-2-6417	Programming	Fareway	\$44.74		Programming	N/A	N/A	Summer Read Teen Pizza Party
001-5-410-2-6310	Building Maintenance / Repair	Greenwood's Sewer Service	\$90.10	99667	Operating Expense	N/A	N/A	Books and Bites Storytime
001-5-410-2-6417	Programming	Hobby Lobby	\$4.96		Programming	N/A	N/A	Boiler Room Drain
001-5-410-2-6507	Operating Supplies	Indoff	\$59.00	2830004	Operating Expense	N/A	N/A	Craft Night
001-5-410-2-6413	Payment for Services	Merritt Company	\$867.00	48531	Operating Expense	N/A	N/A	Printer Paper
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$20.24	629361	Print Materials	Adult Fiction	N/A	July Cleaning
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$18.74	629640	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$61.50	629896	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$20.24	630298	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$76.45	630389	Print Materials	Young Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$73.86	630389	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$16.99	630389	Print Materials	Juvenile Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$83.24	630389	Print Materials	Juvenile Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$14.44	630389	Print Materials	Easy Readers	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$27.20	630389	Print Materials	Adult Biography	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$102.83	630389	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$26.33	630389	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$22.10	630389	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$41.24	630797	Print Materials	Adult Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$71.59	630886	Print Materials	Adult Non-Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$23.79	630886	Print Materials	Large Print	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$14.44	630886	Print Materials	Juvenile Fiction	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$15.29	630886	Print Materials	Picture Books	N/A	
001-5-410-2-6502	Books and Films	MicroMarketing, Inc.	\$15.29	630886	Print Materials	Young Adult Fiction	N/A	



CITY OF NORWALK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

001-GENERAL FUND

REVENUES

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

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USE OF MONEY & PROPERTY						
001-4-410-4-4310 RENTAL INCOME	1,700.00	0.00	0.00	250.00	0.00	1,450.00 14.71
TOTAL USE OF MONEY & PROPERTY	1,700.00	0.00	0.00	250.00	0.00	1,450.00 14.71

INTERGOVERNMENTAL

001-4-410-2-4465 COUNTY CONTRIBUTIONS	19,000.00	0.00	0.00	0.00	0.00	19,000.00 0.00
001-4-410-2-4470 LIBRARY SERVICE	4,500.00	0.00	0.00	0.00	0.00	4,500.00 0.00
001-4-410-3-4440 STATE GRANTS	3,400.00	0.00	0.00	0.00	0.00	3,400.00 0.00
TOTAL INTERGOVERNMENTAL	26,900.00	0.00	0.00	0.00	0.00	26,900.00 0.00

CHARGES FOR SERVICES

001-4-410-1-4500 CHARGES/FEES FOR SERVICE	6,500.00	41.20	0.00	697.25	0.00	5,802.75 10.73
TOTAL CHARGES FOR SERVICES	6,500.00	41.20	0.00	697.25	0.00	5,802.75 10.73

MISCELLANEOUS REVENUES

001-4-410-2-4705 CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 0.00
001-4-410-2-4710 REIMBURSEMENTS	0.00	0.00	0.00	51.92	0.00	( 51.92) 0.00
TOTAL MISCELLANEOUS REVENUES	0.00	0.00	0.00	51.92	0.00	( 51.92) 0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	35,100.00	41.20	0.00	999.17	0.00	34,100.83 2.85
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TOTAL REVENUE

TOTAL REVENUE	35,100.00	41.20	0.00	999.17	0.00	34,100.83 2.85
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CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2016

001-GENERAL FUND  
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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SALARIES & WAGES

001-5-410-1-6010 SALARIES AND WAGES-FULLTIME	161,600.00	0.00	0.00	11,967.83	0.00	149,632.17	7.41
001-5-410-1-6020 PART-TIME AND TEMPORARY HELP	85,000.00	0.00	0.00	7,025.44	0.00	77,974.56	8.27
TOTAL SALARIES & WAGES	246,600.00	0.00	0.00	18,993.27	0.00	227,606.73	7.70

EMPLOYEE BENEFITS & COST

001-5-410-1-6182 ALLOWANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS & COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STAFF DEVELOPMENT

001-5-410-1-6210 ASSOCIATION DUES	0.00	0.00	0.00	49.00	0.00	49.00	0.00
001-5-410-1-6220 SUBSCRIPTIONS & EDUCATION MATL	10,000.00	0.00	0.00	600.00	0.00	9,400.00	6.00
001-5-410-1-6240 MEETING & CONFERENCES	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL STAFF DEVELOPMENT	12,000.00	0.00	0.00	649.00	0.00	11,351.00	5.41

REPAIR, MTCCE, UTILITIES

001-5-410-2-6310 BUILDING MAINTENANCE/REPAIR	15,000.00	(16.96)	0.00	425.09	0.00	14,574.91	2.83
001-5-410-2-6350 OPERATIONAL EQUIPMENT REPAIR	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6371 ELECTRIC/GAS EXPENSE	20,000.00	0.00	0.00	2,157.26	0.00	17,842.74	10.79
001-5-410-2-6373 TELECOMMUNICATIONS EXPENSE	2,500.00	167.12	0.00	167.12	0.00	2,332.88	6.68
TOTAL REPAIR, MTCCE, UTILITIES	38,000.00	150.16	0.00	2,749.47	0.00	35,250.53	7.24

CONTRACTUAL SERVICES

001-5-410-2-6402 ADVERTISING & LEGAL PUBLICATIO	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6413 PAYMENT FOR SERVICES	25,000.00	136.40	0.00	3,204.75	0.00	21,795.25	12.82
001-5-410-2-6414 PRINTING & PUBLISHING EXPENSE	500.00	0.00	0.00	110.00	0.00	390.00	22.00
001-5-410-2-6415 RENTS & LEASES	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
001-5-410-2-6417 PROGRAMMING	12,000.00	0.00	0.00	122.20	0.00	11,877.80	1.02
001-5-410-2-6420 REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-2-6490 CONSULTANT & PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,000.00	136.40	0.00	3,436.95	0.00	37,563.05	8.38

COMMODITIES

001-5-410-2-6502 BOOKS/FILMS	65,000.00	0.00	0.00	4,604.05	0.00	60,395.95	7.08
001-5-410-2-6507 OPERATING SUPPLIES	12,000.00	48.40	0.00	2,906.28	0.00	9,093.72	24.22
001-5-410-2-6508 POSTAGE AND SHIPPING	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
TOTAL COMMODITIES	80,500.00	48.40	0.00	7,510.33	0.00	72,989.67	9.33

CAPITAL OUTLAY

001-5-410-3-6721 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	418,100.00	334.96	0.00	33,339.02	0.00	384,760.98	7.97
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TOTAL EXPENDITURES

TOTAL EXPENDITURES	418,100.00	334.96	0.00	33,339.02	0.00	384,760.98	7.97
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REVENUE OVER, (OR) EXPENDITURES

REVENUE OVER, (OR) EXPENDITURES	(383,000.00)	293.76	0.00	32,339.85	0.00	350,660.15	8.41
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CITY OF NORMALK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

112-SPECIAL REVENUE  
 LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>EMPLOYEE BENEFITS &amp; COST</b>							
112-5-410-1-6110 CITY'S CONTRIBUTION FOR FICA	19,000.00	0.00	0.00	2,082.75	0.00	16,917.25	10.96
112-5-410-1-6130 CITY'S CONTRIBUTION FOR IPERS	18,000.00	0.00	0.00	2,504.78	0.00	15,495.22	13.92
112-5-410-1-6140 DEFERRED COMPENSATION	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0.00
112-5-410-1-6150 GROUP INSURANCE	39,500.00	3,131.07	0.00	3,440.40	0.00	36,059.60	8.71
112-5-410-1-6160 WORKERS' COMPENSATION	900.00	64.00	0.00	278.00	0.00	622.00	30.89
112-5-410-1-6170 UNEMPLOYMENT COMPENSATION	200.00	0.00	0.00	54.13	0.00	145.87	27.07
<b>TOTAL EMPLOYEE BENEFITS &amp; COST</b>	<b>79,400.00</b>	<b>3,195.07</b>	<b>0.00</b>	<b>8,360.06</b>	<b>0.00</b>	<b>71,039.94</b>	<b>10.53</b>

TOTAL LIBRARY SERVICES

	79,400.00	3,195.07	0.00	8,360.06	0.00	71,039.94	10.53
<b>TOTAL EXPENDITURES</b>	<b>79,400.00</b>	<b>3,195.07</b>	<b>0.00</b>	<b>8,360.06</b>	<b>0.00</b>	<b>71,039.94</b>	<b>10.53</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 79,400.00)</b>	<b>( 3,195.07)</b>	<b>0.00</b>	<b>( 8,360.06)</b>	<b>0.00</b>	<b>( 71,039.94)</b>	<b>10.53</b>
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\*\*\* END OF REPORT \*\*\*

CITY OF NORWALK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

183-T & A LIBRARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-4-4300 INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MISCELLANEOUS REVENUES

183-4-410-2-4705 CONTRIBUTIONS	250.00	1.00	0.00	3,127.76	0.00	3,377.76	1,251.10-
183-4-410-2-4706 CONTRIBUTIONS LIBRARY ROOF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-2-4707 CONTRIBUTIONS-CHILDREN'S PROGR	250.00	0.00	0.00	175.68	0.00	74.32	70.27
183-4-410-2-4708 CONTRIBUTIONS-BOOK COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-2-4709 CONTRIBUTIONS-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUES	500.00	1.00	0.00	2,952.08	0.00	3,452.08	590.42-

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	500.00	1.00	0.00	2,952.08	0.00	3,452.08	590.42-
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TOTAL REVENUE

TOTAL REVENUE	500.00	1.00	0.00	2,952.08	0.00	3,452.08	590.42-
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CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2016

183-T & A LIBRARY  
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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CONTRACTUAL SERVICES

183-5-410-3-6413 PAYMENT FOR SERVICES

0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES

0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00

REVENUE OVER/(UNDER) EXPENDITURES

500.00	1.00	0.00	2,952.08	0.00	3,452.08	590.42-
REVENUE OVER/(UNDER) EXPENDITURES	1.00	0.00	2,952.08	0.00	3,452.08	590.42-

\*\*\* END OF REPORT \*\*\*

## NORWALK EASTER PUBLIC LIBRARY

### Director's Report – August 2016 (FY17)

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#### Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 9,028
  - **Percentage Change: 3.1% increase from July 2015**
- Circulation of items during previous month:
  - 10,459 (items within library)
  - 647 (Bridges items)
  - 41 (Zinio items)
  - **11,147 Total**
    - **Percentage Change: 4.17% increase from July 2015**
- New Accounts during previous month:
  - 51 adult accounts
  - 29 Juvenile accounts
- Meeting Room Rentals during previous month:
  - 14 Rentals
- Reference Interactions during previous month:
  - 30 @ Circulation Desk
  - 127 @ Youth Services Desk
  - **157 Total**
- Library Volunteers during the previous month:
  - 106 participants
  - 157 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	26	1005
Teen	3	35
Adult	6	54
Adult Outreach	4	28
Technology Help Sessions	1	1
Exam Proctoring	1	1

## Youth Services:

July was full of programs at the library – we wrapped up the summer reading program with a total of 1,533 participants! We had weekly art and LEGO programs, beat the heat with two movie showings, and hosted performers like Ben’s Bubble Show (who made huge bubbles around kids from the audience, and amazing bubble sculptures) and musician Dino O’Dell, and much more! We wrapped up the program with a pizza party for teens and a pool party for all summer reading finishers. 150 kids and teens came to the pool party!

Our childcare and preschool outreach efforts continued throughout the month – we gave story-times to groups from Stepping Stones who came to the library to check out books, put together theme units of books for Crossroads Preschool, and started coordinating our monthly preschool visits for the fall. This is a great way for us to introduce the library to kids and make new connections in the community.

We had fantastic teen volunteers for many of our events, including Books and Bites, a fruit tasting and story-time for families. Our volunteers helped us hand out samples of exotic fruits to lots of curious kids and parents! Volunteers also helped us with giving out prizes at the summer reading desk, and we couldn’t have done it without them. Thank you to all of the sponsors and volunteers who helped make the program a success!

## Adult Services:

This month, I had 6 programs, with 3 of those shared with youth programs – the two family movies and the craft night (no youth came). Here is a quick summary:

1. Book club met for discussion of the “Kite Runner” and the movie with 17 total for those events
2. Craft night met with 7 in attendance; we made brick books
3. Dan Kaercher, retired editor of Midwest Living Magazine, author and retired host of IPTV programs (Taste of Iowa, Iowa Pleasures, etc.) presented a program on Iowa’s Hidden Treasures. 25+ attended. Dan’s program was funded with a Humanities Iowa Grant.
4. Family movies included “Gabby Douglas Story,” and “McFarland USA,” – youth stats will include these numbers.

## Assistant Director:

For July, I worked on cataloging 255. Once I get caught up and we get through Summer Reading officially, I will work on weeding the Juvenile Nonfiction collection and checking each record for accuracy. In addition to working on cataloging, I have been working with Apollo to improve staff interface & processes within the system.

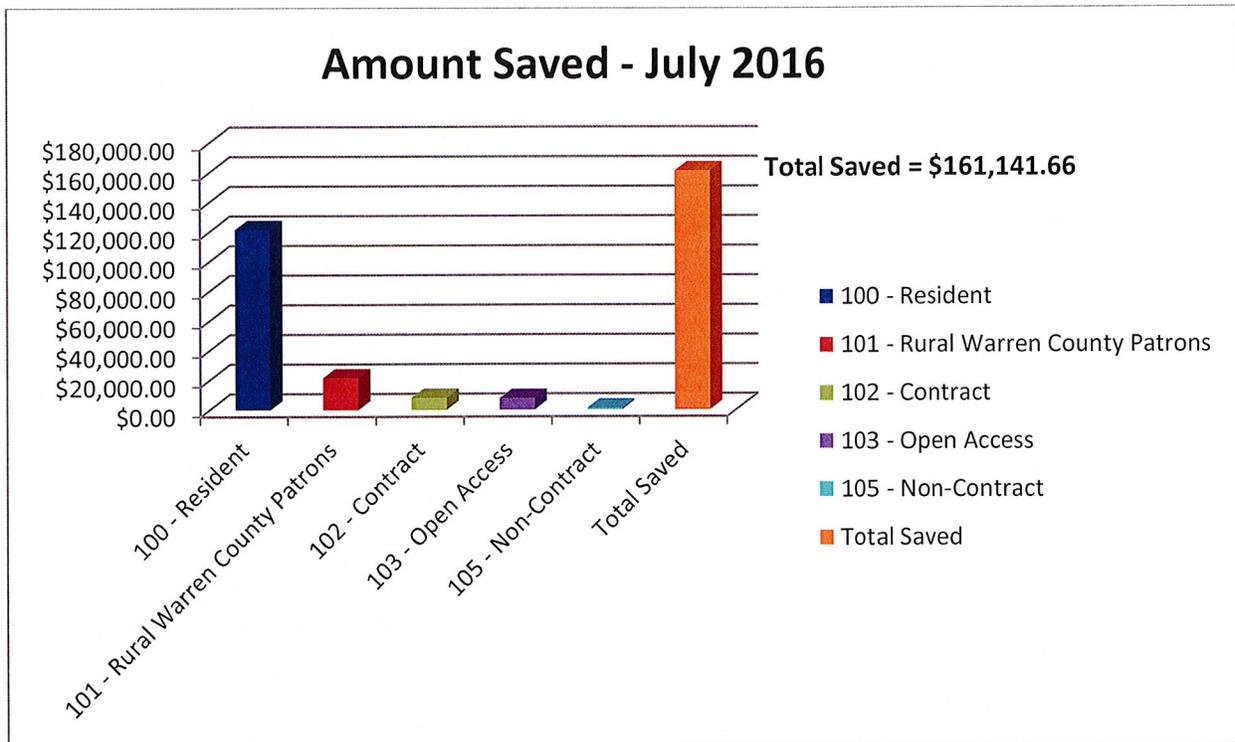
<b>June Stats:</b>	
Total # of Items Added	255
Total # of Items Withdrawn	0

**General Library / Director’s Activities:**

Director Sealine spend July working with various departments to prepare to finalize Summer Reading programming, complete issues related to the Caddy Stacks Fundraiser, and began working on reviewing a building maintenance plan for the library. She also continued to pull together the Open Access State Report and the Annual State Report. Director Sealine also attended a wonderful conference on Library Leadership and has many new ideas to implement at the library to continue building a strong team to serve our community of library users.

Goals for August will be to complete the State Report, compile an annual report for the Board of Trustees and City Council and re-start the review of policies and procedures. Director Sealine is still hopeful that she will be able to review all of the library’s job descriptions and organizational chart.

Below is a graph of money that library patrons have saved during the month of July by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.





**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Update: Library LED Lighting Project

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:** The LED lighting project has begun at the library. The contractor has almost half of the lights switched with a few issues to work out before the rest can be done. As we have worked through this project, it was brought to my attention that the entry way lighting was not actually included in the original project but the company is working on compiling a plan that will add lighting to the front entry way and the desk area. In addition, I will be contacting Jones Library to see if they can assist in moving our DVD shelves for a day while the contractors use a lift to finish the LED project.

**STAFF RECOMMENDATION:** Director Sealine will continue to keep the Library Board of Trustees up to date as issues arise with this project. Library staff recognizes the importance of adding lighting to the front entry and to complete the current project correctly.

**BOARD RECOMMENDATION:**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No



**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Update: Warren County Philanthropic Partnership Grant Project – Kiosks and Digital Bulletin Board

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:** The grant project is moving ahead. The kiosks have been assembled and placed where we feel will be beneficial for library users. Director Sealine will purchase and set-up the iPads in mid-August. At that time, we will also submit a work request of Public Works to bolt the kiosks to the floor for safety issues of patrons and staff. The digital bulletin board has been ordered and will hopefully be here by mid-September.

**STAFF RECOMMENDATION:** Director Sealine is sharing this purely as an informational update and it requires no action of the Library Board of Trustees.

**BOARD RECOMMENDATION:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No



**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Discussion, review and possible adoption and/or changes to the Library Board of Trustees By-Laws

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:** We have discussed numerous times whether or not we would like to move the date and/or time of the Library Board of Trustees meeting. During a discussion in July, it was recommended that we keep the same day of the week/month, but adjust the time from 6:30 pm to 7:00pm to allow for greater community involvement and Trustee participation between commitments.

**STAFF RECOMMENDATION:** Recommended to move the time.

**BOARD RECOMMENDATION:**

Yes

No

**BY-LAWS OF THE NORWALK EASTER PUBLIC LIBRARY BOARD OF TRUSTEES**

**Article I - Name and Purpose**

**Section 1.** This organization shall be known as the Norwalk Easter Public Library Board of Trustees; hereafter referred to as the Board, and shall operate a public library for the City of Norwalk.

**Article II - Powers and Duties**

**Section 1.** The Board shall have the powers and duties set forth in Chapter 22.05 of the Norwalk Municipal Code and as required by Chapter 392.5 of the Code of Iowa.

**Section 2.** The Board shall exercise its powers and duties by:

1. Employing a competent and qualified Library Director (hereinafter "Director");
2. Cooperating with the Director in determining and adopting written policies to govern the operation and program of the library, including personnel policies, and policies governing the selection of library materials, supplies, and equipment;
3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library;
4. Assisting in the preparation of and seeking adequate support for the annual library budget;
5. Assisting the Director in developing an annual report to present to the City Council;
6. Developing long-range goals for the library and working toward their achievement.

**Section 3.** The powers and duties shall be subject to changes or repeals of state law and such changes or repeals shall take precedence over these bylaws.

### **Article III - Membership**

**Section 1.** Terms and Qualifications. The Board shall consist of seven (7) trustees, appointed by the Mayor of Norwalk and approved by the Norwalk City Council. Appointments to the Board shall be for six years, except to fill vacancies. Trustees shall be residents of the City of Norwalk and shall be over the age of eighteen.

**Section 2.** Compensation. Trustees shall serve without compensation but may be reimbursed for expenses incurred relating to official library business.

**Section 3.** Vacancies. A vacancy on the Board because of death, resignation, disqualification, or removal due to six consecutive unexcused absences from regular meetings shall be filled by appointment of the Mayor of Norwalk, with approval of the Norwalk City Council. The appointed trustee shall fill out the unexpired term for which the appointment is made.

**Section 4.** Orientation for New Members. Prior to the first regular meeting following their appointment, new trustees shall be provided copies of these bylaws, pertinent sections of the City Code, and other documents that would be useful in carrying out their duties.

**Section 5.** Ex-Officio Member. The library director is a non-voting, ex-officio member of the Board and shall attend all Board meetings and present a report at each regular meeting.

### **Article IV - Officers**

**Section 1.** Number. The officers of this Board shall be president, secretary, and treasurer.

**Section 2.** Election and Term of Office. Officers shall be elected at the June meeting. The term of office shall be one year, beginning July 1<sup>st</sup> and continuing through June 30<sup>th</sup>. Officers may succeed themselves in office.

**Section 3.** Vacancies. In the event of the death, resignation, disqualification, or removal of any officers, the Board shall chose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

**Section 4.** President. The president shall preside at meetings of the Board, appoint committees, and perform all other duties associated with the office.

**Section 5. Secretary.** The secretary shall keep the minutes of each Board meeting and perform the functions of the president in the simultaneous absence or disability of the president.

**Section 6. Treasurer.** The treasurer shall assist the director in developing the library's budget and advise the board on the status of the budget.

#### **Article V - Meetings**

**Section 1. Regular Meetings.** The Board shall meet on the second Monday of every month at 6:30 p.m. in the Norwalk Easter Public Library's meeting room or such other time and place as the Board may determine.

**Comment [HS1]:** Recommend to change this to 7:00 pm, keep day of week/month

**Section 2. Special Meetings.** The president or any trustee may call a special meeting of the Board at any time. Such requests shall be given to the library director who shall give notice as described in Section 3. Only the matters of business stated in the call for the special meeting may be transacted.

**Section 3. Notice of Meeting.** The Board shall comply with Iowa's Open Meetings Law by printing and publicly posting notice of time, date, and place of each Board meeting at least 24 hours prior to the meeting.

**Section 4. Quorum.** A quorum for the transaction of business shall consist of four or more trustees. A vote shall be decided by a simple majority of the trustees voting except in the case where other criteria are required by ordinance or statute.

**Section 5. Public Participation.** Meetings of the Board are open to individuals who may wish to address the Board or observe the proceedings.

**Section 6. Procedural Rules.** Meetings shall be conducted according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

#### **Article VI - Organization of Board Business**

**Section 1. Agenda.** An agenda and necessary discussion materials for each Board meeting shall be made available to the trustees prior to the meeting. In addition, an agenda shall be publicly posted on the bulletin board in the library lobby.

**Section 2.** Order of Business. The order of business for regular meetings shall include, but not be limited to, the following items:

- A. Call to Order
- B. Roll Call
- C. Public Comment / Guests
- D. Review/Change Agenda\*
- E. Review of Last Meetings Minutes\*
- F. Pay Bills\*
- G. Library Director's Report
- H. Treasure's Report
- I. Unfinished Business
- J. New Business
- K. Agenda Items for Next Meeting
- L. Adjournment

\*Denotes consent agenda items.

**Section 3.** Minutes. The Board shall record its proceedings as minutes. Minutes of regular and special meetings are recorded by the secretary for later transcription in draft form, and forwarded to trustees before the subsequent meeting. Additions or corrections are brought to the following regular Board meeting for adoption. Copies of approved minutes and documents attached to the minutes by Board action are retained on file at the Norwalk Easter Public Library and Norwalk City Hall. Board minutes are public information and will be made available to the public.

**Section 4.** Board Policies. Policy statements adopted by the Board shall be filed by subject in a policy notebook. Each policy and each revision shall note the date of its adoption.

**Section 5.** Committees. The president shall designate committees and their composition, duties, and terms. Committees shall make progress reports at each regular Board meeting. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

## **VII - Library Director**

**Section 1.** The Board shall appoint a qualified library director who, under its review and direction, shall be the executive and administrative officer of the library. The library director shall be responsible for the:

- Employment and direction of staff.
- Care and maintenance of the building, grounds, and equipment.
- Efficiency and effectiveness of the library's service to the public.
- Provision of library collections.
- Operation of the library under the financial conditions set forth in the annual budget.
- Implementation and enforcement of policies adopted by the Board.

#### **VIII - Amendments**

**Section 1.** These bylaws may be amended, within the limitations imposed by law, by a majority vote.

Adopted by the Norwalk Easter Public Library Board of Trustees January 9, 2006

Revised February 16, 2009

Revised February 11, 2013

Reviewed and Revised February 8, 2016

Reviewed and Revised August 8, 2016